

Michigan Department of Civil Service  
**Human Resource Services**  
400 South Pine Street, P.O. Box 30002  
Lansing, Michigan 48909

**Information Technology Programmer/Analyst Trainee Program  
Appointment Agreement**

Appointee

Employee's ID Number

Date of Appointment

**Employee Status**

☐ The appointee does not have status. ☐ The appointee has status as a \_\_\_\_\_

This is a binding Appointment Agreement between the Appointing Authority and me. My appointment is subject to all applicable Civil Service Commission rules, the Civil Service regulation governing the Information Technology Programmer/Analyst Trainee Program, and the terms and conditions of this agreement.

**EMPLOYEE AGREEMENT:**

1. I understand the duration of this trainee program is two years of full-time-equivalent employment. I also understand the probationary period is two years of full-time-equivalent employment.
2. I agree to complete the course work requirements within the two-year timeframe of the program.
3. I accept responsibility for paying for textbooks and any other materials related to the required college coursework not reimbursed by the Appointing Authority.
4. I understand I must maintain a minimum grade of "C" (2.0 on a 4-point scale) in each class for which the Appointing Authority reimburses my tuition.
5. If I do not maintain a minimum grade of "C" for each of the required courses, I agree to retake the course without tuition reimbursement during the next school session in which it is available. I understand that my performance may be rated as unsatisfactory if I do not receive a "C" or higher grade after repeating any required course.
6. I agree to take at least one required class per semester or term (whichever is applicable) during the normal school year, unless otherwise approved by the appointing authority.
7. I understand that I may take one required class per semester or term during normal working hours, and these hours will be covered by administrative leave, unless otherwise approved by the Appointing Authority.
8. I understand that I must successfully complete a minimum of sixteen semester (twenty-four term) hours of college coursework to fulfill the Information Technology curriculum requirements outlined by the department.
9. I understand that (select one):
  - ☐ A. As an employee with status, my pay will be maintained at my current rate of \$\_\_\_\_\_ per hour, (if less than the maximum rate for the Information Technology Programmer/Analyst Trainee classification), or will be reduced to \$\_\_\_\_\_ per hour, (the maximum rate for the Information Technology Programmer/Analyst Trainee classification) for the duration of this appointment agreement, as adjusted by any general across-the-board increases approved for nonexclusively represented employees.
  - ☐ B. As an employee without status, my pay has been set at the rate of \$\_\_\_\_\_ per hour, in accordance with the Information Technology Programmer/Analyst Trainee Program regulation, and that this salary rate will continue for the duration of this appointment agreement, as adjusted by any general across-the-board increases approved for nonexclusively represented employees.
10. After successful completion of the trainee program, I agree to work for the Appointing Authority as an Information Technology Programmer/Analyst for two years.

**APPOINTING AUTHORITY AGREEMENT:**

1. The Appointing Authority agrees to reimburse tuition and course fees for all recommended and required courses outlined in the training curriculum that the trainee successfully completes and any specific fees as agreed upon.
2. The Appointing Authority will provide on-the-job training.
3. The Appointing Authority will allow the use of administrative leave to cover the trainee's attendance at one recommended or required college course per semester or term, unless otherwise agreed to by the manager and approved by the Appointing Authority.
4. The manager will timely evaluate the employee's progress based on established performance goals during the training period (select one), as follows:
  - ☐ A. For employees **with status**, at the completion of 6, 12, 18, and 24 months of service.
  - ☐ B. For employees **without status**, at the completion of 3, 6, 12, 18, and 24 months of service.
5. Upon successful completion of the trainee program, the appointee will be reclassified to the Information Technology Programmer/Analyst classification.

**TERMINATION:**

1. If I am an employee with status and I wish to leave the trainee program, I may, with the consent of the State Personnel Director, mutually agree on an appropriate placement; or I may return to a position in accordance with and subject to the Civil Service Commission rules and Civil Service regulations governing employment preference in effect at the time the employment preference is exercised.
2. If I am an employee with status, I understand that if my performance is unsatisfactory, the Appointing Authority may dismiss me or rescind this appointment. If my appointment is rescinded, the Appointing Authority may return me to the former classification at which I gained status. If there is no position available in my former classification, I may exercise employment preference, in accordance with and subject to Civil Service Commission rules and Civil Service regulations then in effect.
3. If I am an employee without status, I understand that if I voluntarily leave the program at any time, the Appointing Authority is not obligated to provide me with another position.
4. If I am an employee without status, I understand that if my performance is unsatisfactory, the Appointing Authority shall dismiss me and is not obligated to provide me with another position.

**OTHER LIMITATIONS:**

My employment is governed exclusively by this written agreement and the Civil Service Commission rules and Civil Service regulations, including those governing the Information Technology Programmer/Analyst classification. This agreement and the Civil Service Commission rules and Civil Service regulations cannot be modified by any oral statement, promise, or agreement. No written promise or agreement is valid or enforceable by me unless (a) the State Personnel Director has approved the promise or agreement in writing and (b) Civil Service Commission rules and Civil Service regulations permit the promise or agreement.

**Appointee**

**Date of Appointment**

**CHANGES IN RULES AND REGULATIONS:**

The Civil Service Commission and the State Personnel Director may amend the Civil Service Commission rules and Civil Service regulations, including those governing the Information Technology Programmer/Analyst classification, at any time. An amendment may modify this agreement, and I agree to be bound by any such agreement.

**CONFLICT:**

If this agreement conflicts with any Civil Service Commission rule or Civil Service regulation, the Civil Service Commission rule or Civil Service regulation will control. I agree to abide by all Civil Service Commission rules and Civil Service regulations that apply to my position or me.

**I have read this agreement and received a copy of the Information Technology Programmer/Analyst Trainee Program regulation. I signify my acceptance to the terms and conditions, as stated, by signing below.**

\_\_\_\_\_  
(Appointee's Signature)

\_\_\_\_\_  
(Date Signed by Appointee)

\_\_\_\_\_  
(Appointing Authority's Signature)

\_\_\_\_\_  
(Date Signed by Appointing Authority)

\_\_\_\_\_  
(Manager's Name — Please Print)

\_\_\_\_\_  
(Manager's Signature)

\_\_\_\_\_  
(Date Signed by Manager)